CAIS Users Group Meeting Day 1

October 24, 2006 - Tuesday
8:30 AM to 4:00 PM
Hotel Santa Fe
Santa Fe, NM

Type of meeting:

General Information and Exchange of Site Feedback on using the Condition Assessment Information System (CAIS) database.

Attendees: Site CAIS Administrators and Inspectors, CAIS Support Contractors, Program Managers and HQ Technical Monitor.

Agenda

1.	Greetings, Introduction and Logistics	Dan Soper	8:30 AM
2.	Site Introductions		
3.	Site Presentations.. Status of CAS program, CostWorks implementation/questions, future needs.	All Sites, (Approximately 15 minutes per site)	
4.	Best Practices for New Users	Dan Soper, Open Discussion	
	BREAK		
5.	CAIS Project Status	Norm Ayers, Dennis McDermitt	
6.	Headquarters News Items	Gary Horn	
	LUNCH		
7.	Sustainment Models…Design/Development, Implementation	Ken Baker, Bob Gair (RS Means), Open Discussion	
8.	CostWorks Overview for new Attendees	Bob Gair (RS Means)	
9.	CostWorks Enhancement Status/Prioritization of tasks	Ken Baker, Open Discussion	
	BREAK		
11.	Project Formulation	Steve Patterson, Pantex	

Additional Information

Special notes: Cellular Phones and Beepers are to be turned off during the meeting in consideration of others.

CAIS Users Group Meeting Day 2

October 25, 2006 - Wednesday
8:30 AM to 4:00 PM
Hotel Santa Fe
Santa Fe, NM

Type of meeting:

General Information and Exchange of Site Feedback on using the Condition Assessment Information System (CAIS) database.

Attendees: Site CAIS Administrators and Inspectors, CAIS Support Contractors and HQ Technical Monitor.

Agenda

1. House Keeping Business — Dan Soper — 8:30 AM
2. CAS/CAIS Users Guide — Ruth Ann Smith
3. CAIS Web Training — Ken Rowe

   BREAK

4. CAIS Web Training cont. — Ken Rowe
5. CAIS Web Reporting — Ken Rowe
6. FIMS Upload — Ken Rowe
7. CostWorks Exports — Ken Rowe
8. Site Mangers Web Use — Ken Rowe, Open Discussion

   LUNCH

9. Headquarters Use/Application — Ken Rowe, Open Discussion
10. Web Enhancements/Wishlist — Open Discussion .
11. CAIS Web Home Page Design — Ken Baker, Open Discussion
12. CAS/CAIS Home Page Redesign — Norm Ayers, Ken Baker
13. DOE Facilities Mgmt. Terminology Handout — Ken Baker

Additional Information

Special notes: Cellular Phones and Beepers are to be turned off during the meeting in consideration of others.

CAIS Users Group Meeting Day 3

October 26, 2006 - Thursday
8:30 AM to Noon
Hotel Santa Fe
Santa Fe, NM

Type of meeting:

General Information and Exchange of Site Feedback on using the Condition Assessment Information System (CAIS) database.

Attendees :   Site CAIS Administrators and Inspectors, CAIS Support Contractors and HQ Technical Monitor

Agenda

1. House Keeping Chores	Dan Soper	8:30 AM
2. Material Costs…Increases & Impacts (More Frequent Updates?)	Bob Gair (RS Means) Open Discussion	
3. CAIS, CostWorks Future… Priorities & Schedule	Norm Ayers, Bob Gair, Open Discussion	
BREAK		
4. Facility Infrastructure Report Demo	Dee Boyd, Roberto Reece	
5. Pantex History	Steve Patterson, Pantex	
6. Training Needs/Mgmt. Briefings (CAIS & CostWorks)	Group Discussion	
7. Next Mtg. Plans.. 1 or 2 mtgs?	Dan Soper, Open Discussion	
8. User Group Management Issues	Dan Soper, Open Discussion	
LUNCH		